

Proficiency Testing Expert Committee

Meeting Summary October 14, 2022

The Committee met via teleconference on Friday, October 14, 2022, at 11:00 AM ET. Chair Kirstin Daigle led the meeting. The call was being recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon creation of said minutes.

Roll Call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Lab)	Present
Susan Jackson, SC DHEC (Lab)	Absent
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Absent
Amy Pollard, Occidental Chemical (Lab)	Present
Kirstin Daigle, Pace Analytical (Lab) - Chair	Present
Ryan Pangelinan, State of Oregon (AB)	Absent
Rachel Ellis, NJ DEP (AB)	Present
Amy DeMarco, NYSDOH (Other)	Present
Patrick Selig, ANAB (AB)	Absent
Jim Todaro, Alpha Analytical (Lab) - Vice Chair	Present
Brian Stringer, ERA (Other)	Absent
Danielle Pearman, Phenova (Other)	Present
Mike Delaney, MWRA-Retired (Other)	Absent
Marie Wu, Los Angeles County Sanitation District (Lab)	Present
Robert Wyeth, Program Administrator	Present

A quorum was not present, and the meeting proceeded as information only.

Associate Committee Members: Nicole Cairns, Tim Miller, and Audrey Cornell were also present.

Approval of Agenda

The agenda is presented in Attachment 1 and was approved by the Committee.

Review and Approval of September Minutes

The September 2022 minutes were previously distributed and reviewed by the committee members present. In the absence of a quorum, the review and approval of the September minutes will be conducted by e-mail. The minutes upon approval will be sent to William for posting on the TNI website.



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Draft Standard Working Groups

PTEC Work Groups were established to address the required/desired changes to the PT related Volumes and Modules. The Work Groups were established as follows:

- V1/V2- Chandra, Reggie Morgan, Susan Jackson, and Amy Pollard
- V3/V4 - Shawn Kassner, Tim Miller, Brian Stringer, Amy DeMarco, and Marie Wu

Both Work Groups believe that their initial efforts have been completed. Detailed review of their activities will be the major topics for the November committee meeting. Kirstin requested the formation of another work group to compare all four volumes/modules to ensure that original documents and/or proposed changes to these documents are consistent between volumes/module and that no omissions within or between documents exist. Volunteers for this “consistency” work group are Kirstin, Nicole Cairns, Tim Miller, and Jim Todaro.

Upon review of work group efforts, a new Draft Standard (DS) will be prepared, and the committee will continue through the process defined in SOP 2-100, Rev. 3.4.

The timing of the development of the DS and the potential implementation by AB was discussed as the current intent of the AC is believed to suggest that a “new” version of the standard will not be considered until 2026. It was mentioned that V3 and V4 are not under the purview of the AC. Their promulgation therefore may be possible on a time frame consistent with the PTEC schedule.

New/Old Business

The PTEC continues to have a full time/voting member vacancy. Bob has solicited some existing Associate members, but none have been available to commit to the requirements of full membership. Efforts will continue to fill the vacancy.

The Policy Committee has approved the Internal Audit checklists. We now await their instructions and schedule to complete the said audits. Kirstin and Bob will conduct the audit and return the findings to the full committee for approval.

Having completed all agenda items, the PTEC meeting adjourned at 11:30 AM ET. The next meeting is scheduled for November 4, 2022 at 11:00 AM ET.

Attachment

TNI Proficiency Testing Expert Committee Agenda

10/14/22

11:00 AM – 12:30 PM EST

Dial-in using your phone:

United States: **+1 712-832-8330**

Access code: **822 174#**

1. Roll Call
2. Approval of Agenda
3. Approval of September Minutes
4. Draft Standard Working Group Updates
5. New Business